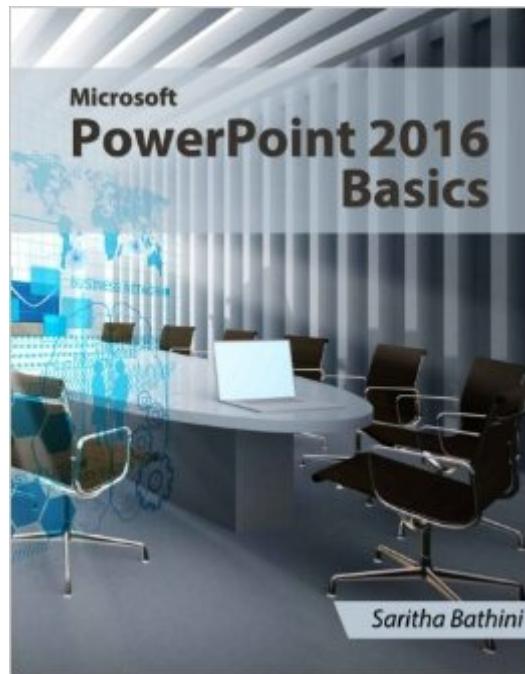


The book was found

Microsoft PowerPoint 2016 Basics



Synopsis

Learn PowerPoint 2016 by following step-by-step instructions. PowerPoint 2016 Basics contains 238 pages of stepwise instructions covering various tools and options to create professional presentation. This book provides you with brief explanations and step-by-step instructions to advantage of the latest version of this software. It is written for new or inexperienced PowerPoint users to help them create professional and effective presentations. This book is well organized so that the user will start by learning about the user interface, creating and editing slides, inserting pictures, charts, clip art, audio, and video, and so on. In addition to that, you will learn to add special effects to your presentations and create master slides and templates. After completing this book, you will be adept in the following areas:

- Creating and editing slides
- Creating Master Slides and templates
- Adding Pictures
- Adding illustrations
- Adding Audio and Video to slides
- Adding animations
- Reviewing Content
- Delivering Presentations
- Sharing Presentations

Book Information

Paperback: 234 pages

Publisher: CreateSpace Independent Publishing Platform (April 5, 2016)

Language: English

ISBN-10: 1530755158

ISBN-13: 978-1530755158

Product Dimensions: 8.5 x 0.5 x 11 inches

Shipping Weight: 1.5 pounds (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #1,113,862 in Books (See Top 100 in Books) #134 in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint

[Download to continue reading...](#)

PowerPoint Video Magic: A Skill Booster Guide on Using Microsoft PowerPoint for Professional Video Production Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Microsoft PowerPoint 2016 Basics Aprender PowerPoint 2013 con las tÃ©cnicas esenciales / Learn PowerPoint 2013 with the essential techniques (Spanish Edition) Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Introductory, Loose-leaf Version Microsoft Powerpoint 2016 for Mac: An Easy Beginner's Guide Illustrated Microsoft Office 365 & PowerPoint 2016: Comprehensive Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Introductory How To Make A Book

Cover: A Fast, Easy Way To Create An Ebook Cover Using Microsoft PowerPoint Or OpenOffice Impress Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013: Illustrated Brief Microsoft Word, Excel, and PowerPoint: Just for Beginners Microsoft Office PowerPoint 2007: Introductory Concepts and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007) Microsoft PowerPoint 2013: Illustrated Introductory GO! with Microsoft PowerPoint 2013 Introductory New Perspectives on Microsoft PowerPoint 2013, Introductory (New Perspectives Series) Microsoft PowerPoint 2010 Plain & Simple Teach Yourself VISUALLY Microsoft Office PowerPoint 2007 Teach Yourself VISUALLY PowerPoint 2016 (Teach Yourself VISUALLY (Tech))

[Dmca](#)